

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 27 March 2024 at 5pm via Hybrid (zoom) and in The Associations  
Offices, 76 Blackstoun Road, Paisley PA3 1NT**

**1. Welcome, Sederunt & Apologies**

**Present:**

Angela Chivers	Vice Chairperson
Aidan McGrogan	Board Member
Kirsten Ferguson	Board Member (Zoom)
Jim Strang	Board Member
Laurie Kefalas	Board Member (Zoom)

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Greg Richardson	Housing Services Manager
Teresa Gallagher	Governance & Corporate Services Officer

**Apologies:** Louise McNicol, Helen Glassford

**Absent:** Ian Williams, Tracey Johnstone

The Vice Chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None.

**3. Minutes of Meeting 28 February 2024**

The resolution was proposed by Jim Strang and seconded by Kirsten Ferguson.

***Resolution;*** *the minutes of the meeting held on 28 February 2024 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising from Minutes 28 February 2024**

4.1 None.

## 5. Insurance Renewal 2024/25 Report

- 5.1 The Group Chief Executive Officer (GCE) presented the insurance renewal report and sought approval to proceed with the proposal.
- 5.2 There has been an increase from the previous year and members noted the 48% increase that had occurred the prior year.
- 5.3 Members queried if we were comfortable that the budget will cover the proposed costs. The GCE explained we are covered in the budget and some of these costs will be proportioned to the Tannahill Centre and then onto the leaseholders.
- 5.4 Members queried if employee insurance is included and the GCE explained the content hasn't changed from last year but would double check.

**Action: GCE to check if employee insurance is included.**

The resolution was proposed by Angela Chivers and seconded by Jim Strang.

**Resolution;** *The Management Board approved the insurance renewal for 2024/25.*

## 6. Procurement Report

- 6.1 The Head of Operations (HoO) presented this report seeking approval to issue 3 tenders for windows and doors, kitchen installations and timber fencing repairs and replacements.
- 6.2 112 properties have been identified for new windows and/or doors and the tender would be issued through the national framework administered by Scotland Excel.
- 6.3 The installation of kitchen would be tendered through the iFlair planned maintenance framework and we would be looking to install 107 kitchens in 2024/25. Members queried the current market prices and the HoO explained pricing has stabilised.
- 6.4 The HoO explained he would be seeking to appoint 3 contractors for the timber fence repair/renewal programme. This was to ensure we are able to react to repairs and replacements as they happen.
- 6.5 Members discussed the possibility of using recycled materials instead of timber. It was agreed we could do a pilot of installing alternative fencing to establish if it would be cost effective.

**Resolution;** *The Management Board approved:*

- i) The issue of a tender for new windows and doors; proposed by Jim Strang and seconded by Aidan McGrogan;*
- ii) The issue of a tender for new kitchens; proposed by Angela Chivers and seconded by Jim Strang; and;*

- iii) The issue of a tender to appoint contractor(s) for timber fencing repairs and ad-hoc timber fence replacements, proposed by Aidan McGrogan and seconded by Jim Strang.*

## **7. GDPR Compliance Report**

- 7.1 The GCE presented this annual report to inform members we remain compliant with General Data Protection Regulation (GDPR).
- 7.2 Members queried if we submit an annual return. The GCE explained we submit quarterly returns to the Information Commissioners Office.

**Resolution;** *The Management Board noted the content of the GDPR report.*

## **8. Group Chief Executive Report**

- 8.1 The GCE presented this report and took members through the GWSF and EVH briefings.
- 8.2 GWSF approached Jamie Mallan who has now left the Ferguslie Group, to ask him to take part in an online session to discuss the key issues and impacts of the Covid 19 pandemic in relation to welfare assistance programmes and funding. This information will be fed into the Scottish Covid 19 enquiry.
- 8.3 EVH have issued a wages ballot and members were asked if they agree with the recommendation of a 6% salary increase from 1 April 2024. This paper will be sent to EVH by noon on Thursday 28 March 2024. Members commented we had budgeted for a potential rise of 6.25% and therefore our budget would allow a 6% rise.
- 8.4 Internal audits were carried out for HR and Allocations/Housing Management and initial feedback indicates strong performance. Two further audits on health and safety are scheduled in the coming months.
- 8.5 Rubixx implementation is going well at present and any issues that have risen were easily remedied.
- 8.6 The SHR had issued our engagement plan for 2024/25 and we remain in compliance, this document will be published at the beginning of April, issued to members and published on our website.
- 8.7 The former chair of the Tannahill Executive Committee, Christine Reilly, sadly passed away. Christine was a very active volunteer in the community for many years and will be sadly missed. Members asked that we commemorate her many years of service to the community.
- 8.8 The GCE explained she had received communication from the Scottish Housing Regulator on new ARC guidance and The Scottish Housing Bill. Both letters would be distributed to members.

The resolution was proposed by Jim Strang and seconded by Angela Chivers.

**Resolution;** *The Management Board,*

- i) Noted the update provided by GWSF and EVH in their monthly briefings;*
- ii) Provided feedback on how they vote on the EVH pay negotiations consultation and agreed to the proposed 6% salary increase;*
- iii) Noted the update provided on the implementation of Rubixx and progress with the systems work that is currently ongoing;*
- iv) Noted the Board Development session that took place on the 13 March and the slides provided at appendix 4; and;*
- v) Noted brief update provided on Internal Audits carried out and scheduling of Health and Safety Audits.*

**9. Redacted - Confidential**

**10. AOCB**

**10.1** The GCEO will confirm dates of the GWSF annual conference.

**The meeting ended at 6.45pm**

**Date of next meeting** 26 April 2024 at 5pm

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair) .....

Date.....